

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Okta Services

I hope this message finds you well.

I am writing to formally notify you of the termination of the Okta services provided to [Your Company Name], effective [Termination Date].

The decision to terminate the service was made after careful consideration of our current needs and future direction. We appreciate the support and service you have provided throughout our partnership.

Please confirm the termination of the services and provide any final account statements or necessary information regarding the next steps.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]